

## *Memorandum*

**CFO 07-50**

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**To:** Agency Chief Financial Officers

**From:** Lorraine A. Hynes  
Assistant Director/Acting Purchasing Agent

**Date:** June 6, 2007

**Subject:** **2008 Fiscal Year Purchase Order and Release Opening  
2007 Fiscal Year End Close Timetable and Deadlines**

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With the end of the fiscal year approaching, this memo will provide your agency with important dates and instructions for properly preparing for the close of the current fiscal year and the opening of fiscal year 2008.

<b>New Information</b>
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**Fiscal Year 2008 Opening**

**Blanket Releases, Contract Releases, and Standard Purchase Orders for delivery after June 30, 2007**

Fiscal year 2008 accounting will open on **June 18** for the preparation of blanket and contract releases and standard purchase orders. **You must change your GL Date to July 2007 to use a fiscal year 2008 accounts before July 1, 2007.**

**Fiscal Year 2007 Closing**

**Blanket Releases, Contract Releases, and small purchases for delivery before June 30, 2007**

The cut-off for approving releases and small purchase standard purchase orders for FY 2007 will be June 30, 2007. You can not order goods or services for delivery in FY2007 after this date. Requisitions not approved by end of business June 30 for contract or blanket releases will be closed on July 1.

We would remind you that you must consider in your requisition preparation and submittal schedule any appropriate external review and approval necessary (e.g., Chief Information Officer, Building Commissioner).

Contract and Blanket Releases will be decreased to the billed amount and closed systematically on July 12, 2007. They will remain open until that date for invoice matching purposes. Payments against these transactions must be approved and received in Accounts Payable by July 11. Direct payments will not be accommodated because an agency failed to acquire a purchase order before ordering required goods or services.

**Change Orders**

- |   |                                   |
|---|-----------------------------------|
| • Increases to Standard Purchase Orders and Releases      | June 30, 2007                     |
| • Decreases to Releases for encumbrance reducing purposes | July 6, 2007                      |
| • Decreases to Standard Purchase Orders                   | see RI Encumbrance Detail Reports |
| • Canceling Standard Purchase Orders                      | see RI Encumbrance Detail Reports |

**RI Encumbrance Detail Reports**

Encumbrance reports will be accepted for decreasing and canceling standard purchase orders until July 11, 2007. This process will prepare your agency's standard purchase orders for rollover to 2008 accounting. No decrease or cancel requests for contract or blanket release should be submitted on these reports as they will be closed systematically as mentioned above. Please follow the instructions below for submitting these requests.

## Standard Purchase Order Rollover to 2008 Accounting

Fiscal year 2007 Standard Purchase Orders that are required to be carried over to 2008 will be rolled over to the new year accounting on July 19, 2008. More information on this change will be sent out via a memo at a later date.

### Previously Distributed Information

#### Fiscal Year 2008 Opening

#### Purchase Agreements Beginning July 1, 2007

New Commodity/Service and Delegated Purchase Agreements

- New April 27, 2007
- Change May 18, 2007

The deadlines above are for planning purposes. Due to the large number of transactions at this time, issuance of purchase orders will be dependent upon the date received.

Unless current year requisitions are received by the dates above, there will not be sufficient time to meet the June 30 contract award and delivery schedule. Therefore, **all requisitions for new purchases charged to FY2007 accounts (except bond and federal accounts) received after the target dates will be returned.** Please do not count on using a sole source justification or direct pays as a means of extending the deadline on what should be a competitive purchase. Evaluating and denying inappropriate requests will only slow processing of legitimate requisitions. If justifications for exemption from competition are insufficient and there is inadequate information for a competitive process, such requisitions will be returned asking for further information; however, your request may not be completed in a timely manner.

Although **late new purchase agreement requests** will not be returned to agencies, they **will be processed on a “first in, first out” basis**; therefore, some may not be processed in time to be effective on July 1, 2007. Considering that service purchase agreements are more time-sensitive than supply purchase agreements, you should **prepare and submit your service purchase agreement requests first.**

#### Standard Purchase Orders (open markets) with Delivery after June 30, 2007

There is no deadline for FY08 open market purchase requisitions. However, requisitioners should be aware that these requests will not be worked on until all old year open market orders and new-year purchase agreements have been addressed.

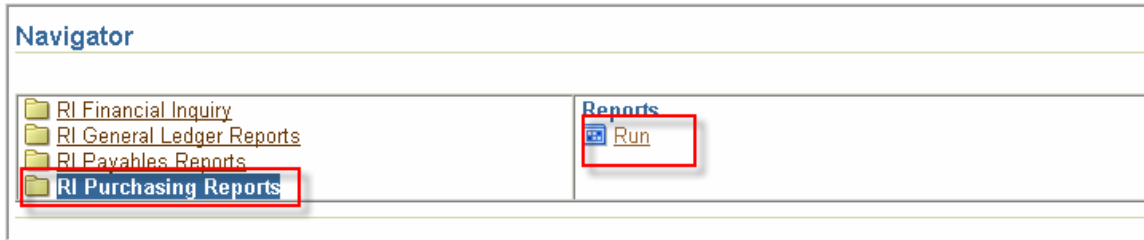
Please share this information as soon as possible with appropriate members of your staff.

## RI Encumbrance Detail Report Instructions

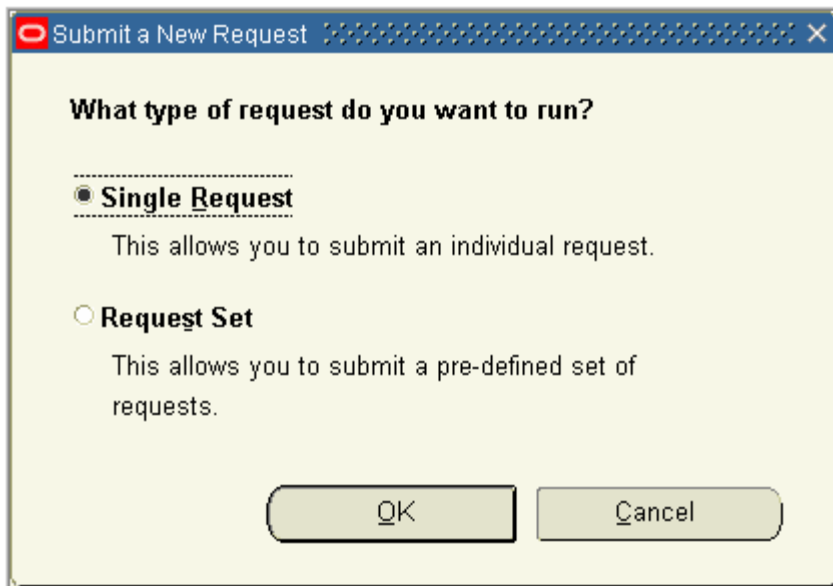
The RI Encumbrance Detail Report shows your agency's outstanding purchase orders and requisitions by the distribution. This report will act as a change order for making adjustments to your purchase orders. It is the Agency's responsibility to close/cancel any outstanding requisitions. Please see the instructions below for completing and providing this report to the Purchasing Department.

How to run the "RI Encumbrance Detail Report" program.

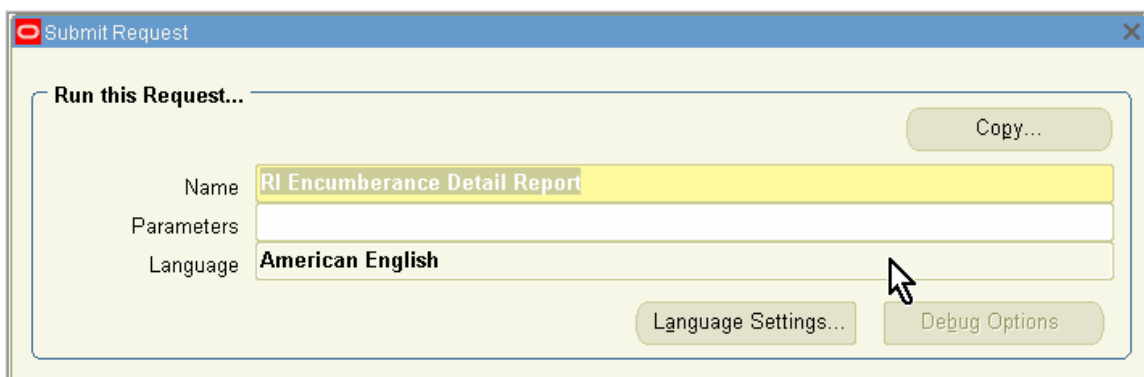
- Use Inquiry/Inquiry user



- Choose RI Purchasing Reports → Run



- Click - "OK"



- Enter “RI Encumbrance Detail Report” for Concurrent program name
- Hit “Tab”

The 'Parameters' dialog box contains the following fields:

- Title
- Accounts From (highlighted with a red box)
- To
- Cost Centers From
- To
- Encumbrance Dates From
- To
- Document Type
- Vendors From
- To
- Dynamic Precision Option: 2, -9,999,990.00

The 'RI Accounting Flexfield' sub-dialog is open, showing the following fields:

- Low: FY, FUND, AGENCY (068), LINE SEQ, SOURCE, NATURAL, PROJECT
- High: FY, FUND, AGENCY (068), LINE SEQ, SOURCE, NATURAL, PROJECT

The 'AGENCY' field in both 'Low' and 'High' sections is highlighted with a red box.

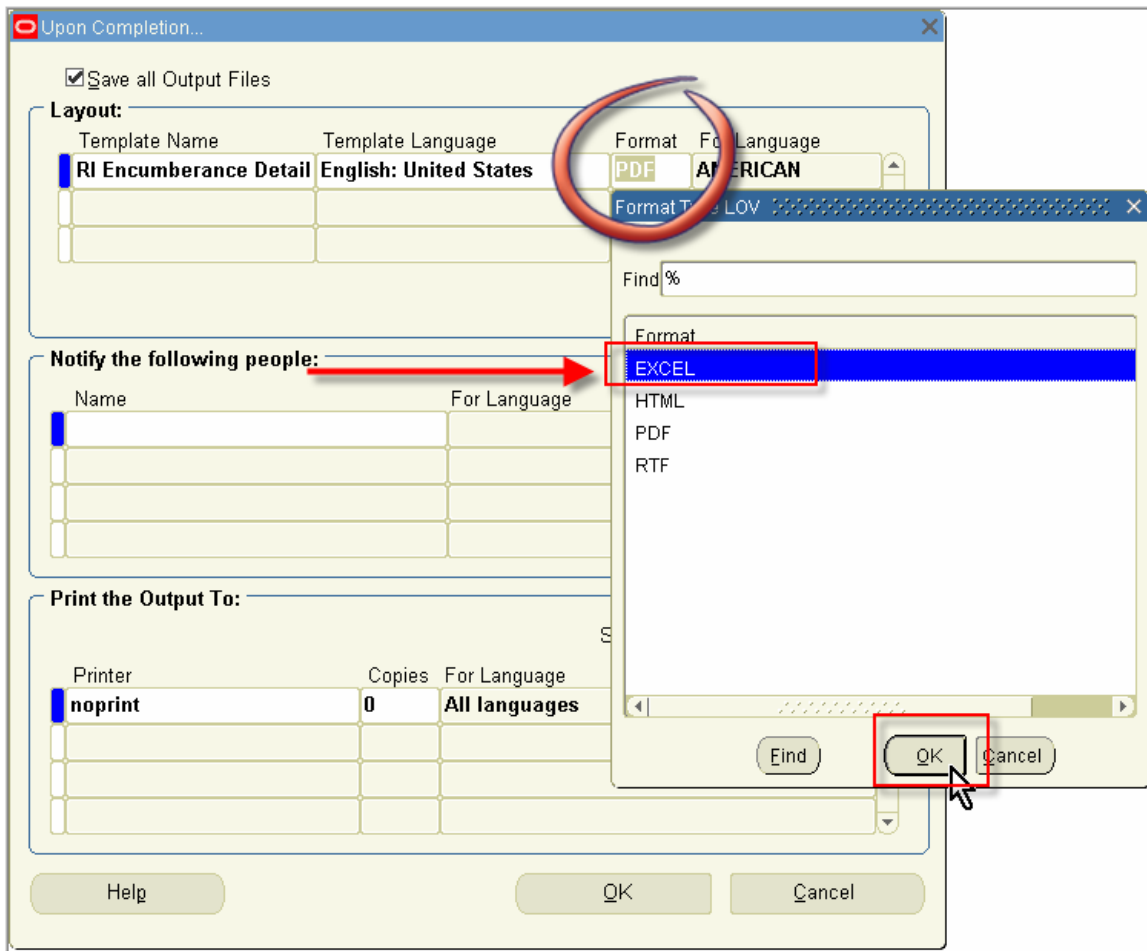
- Click in the “Accounts From” field
- The program has a number of parameters including individual segments of the RI Account
- Enter the segments for the data you require
- Click - “Ok”

The 'Submit Request' dialog box contains the following sections:

- Run this Request...**
  - Name: RI Encumbrance Detail Report
  - Parameters: ...068.....068.....:2
  - Language: American English
  - Buttons: Copy..., Language Settings..., Debug Options
- At these Times...**
  - Run the Job: As Soon as Possible
  - Button: Schedule...
- Upon Completion...**
  - ☒ Save all Output Files
  - Layout: RI Encumbrance Detail Report
  - Notify: noprint
  - Print to: noprint
  - Button: Options... (highlighted with a red box and a red arrow)

Buttons at the bottom: Help (C), Submit, Cancel.

- Click - “Options”



- Click in the “Format” field and then on the “List of Values” button (3 dots)
- Choose “EXCEL” from the Format LOV
- Click – “OK”

Upon Completion...

☒ Save all Output Files

**Layout:**

Template Name	Template Language	Format	For Language
RI Encumbrance Detail	English: United States	EXCEL	AMERICAN

Preview

**Notify the following people:**

Name	For Language

**Print the Output To:**

Style Landscape

Printer	Copies	For Language
noprint	0	All languages

Help OK Cancel

- Click - "OK"

**Submit Request**

**Run this Request...**

Name: **RI Encumbrance Detail Report**

Parameters: **..068.....068.....:2**

Language: **American English**

Copy...

Language Settings... Debug Options

**At these Times...**

Run the Job: **As Soon as Possible**

Schedule...

**Upon Completion...**

☒ Save all Output Files

Layout: **RI Encumbrance Detail Report**

Notify:

Print to: **noprint**

Options...

Help (C) Submit Cancel

- Click – “Submit”

**Requests**

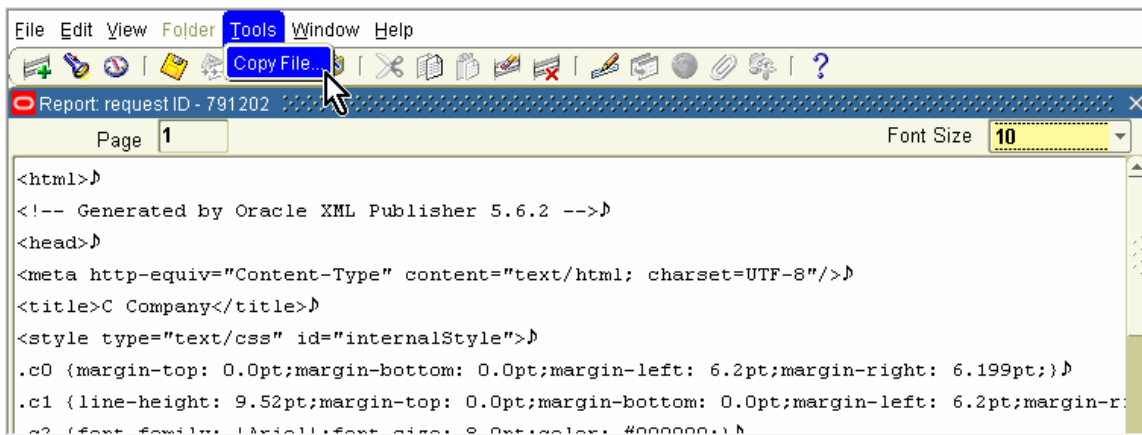
Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
791202	RI Encumbrance Detail		Completed	Normal	, 50268, ..068....., ..068....., , ,

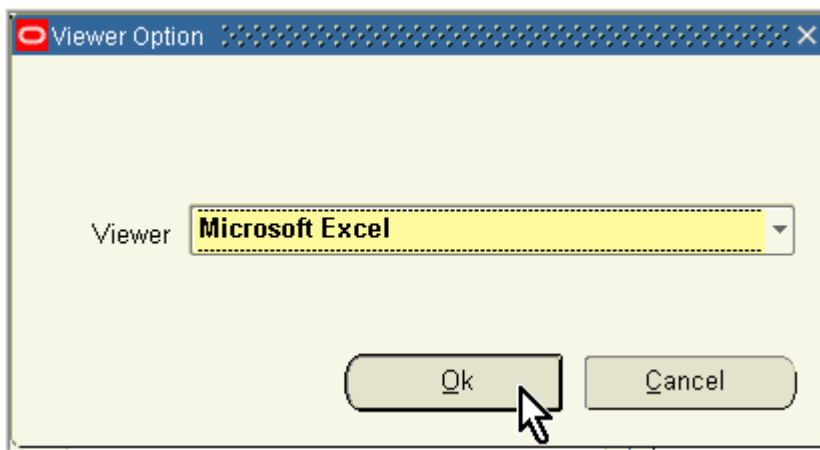
Hold Request View Details... View Output

- Wait for the program to finish and click on “View Output”

NOTE: You may have to wait longer to view the output than is indicated by the phase field.



- Click – “Tools” → “Copy File”



- Click - “OK”
- NOTE: You must hold down the control key on your keyboard while clicking “OK” and until you are if you would like to open or save.

http://rifntap.doit.ni.gov:8020/...

B26 07.59.068.1555106.09.640100.00000

	A	B	C	D	E
1	<b>Summary of Purchasing Encumbered Amount by Account</b>				
2		<b>Account</b>	<b>Total Purchase Encumbrance</b>	<b>Number of POs with a balance</b>	<b>Number of Requisition with a</b>
3		07.59.068.1555106.09.640100.00000	50214.9	19	
4		07.59.068.1555110.09.634400.00000	23	1	
5		07.59.068.1555110.09.640100.00000	13919.31	20	
6		07.59.068.1555112.09.644120.00000	60750	1	
7		07.59.068.1555115.09.638200.00000	395		
8		07.59.068.1555115.09.640100.00000	98085.59		
9		07.59.068.1555115.09.641600.00000	494.46	2	
10		07.59.068.1555115.09.643120.00000	24.99	5	
11		07.59.068.1555115.09.643180.00000	471.5	3	
12		07.59.068.1555115.09.644300.00000	181.17	1	
13		07.59.068.1555115.09.644400.00000	1115.73	1	
14		225675.65			
15	<b>Detail of Purchasing Encumbered Amount by Account</b>				
16	<b>Type</b>	<b>Account</b>	<b>PO or Requisition Number</b>	<b>Line</b>	<b>Distribution</b>
17	Purchase Order	07.59.068.1555106.09.640100.00000	300155\$	1	
18	Purchase Order	07.59.068.1555106.09.640100.00000	300155\$	2	
19	Purchase Order	07.59.068.1555106.09.640100.00000	300160\$	1	
20	Purchase Order	07.59.068.1555106.09.640100.00000	301110\$	1	



Once you have opened the report please do the following:

- Add two columns to the right end of the report
  1. Change Order Reason
  2. Decreased Amount
- Review your lines and determine if a change is required
  1. **No change is required** – leave both the Change Order Reason Column and the Decreased Amount Column blank. **DO NOT DELETE LINES THAT REQUIRE NO CHANGE AND DO NOT REQUEST CHANGES TO BLANKET OR CONTRACT RELEASES. THESE WILL NOT BE PROCESSED.**
  2. **Close/Cancel the line** - enter the reason in the Change Order Reason Column and enter 0 (zero) in the Decreased Amount Column
  3. **Decrease the amount on a line** - enter the reason in the Change Order Reason Column and enter the amount you would like the line to be, not what you want the line to be decreased by in the Decreased Amount Column.

Example: Line 1 – encumbered amount \$100 – you would like it to be \$40 enter \$40 into the decreased amount column NOT \$60 which is what you would like it to be decreased by.
- Remember to take into consideration any payments in transit.
- Name the file as follows: (agency name) Change Order FY2007 Close
- Purchasing will only accept one file per agency.
- Email your file to Donna Brennan at [dbrennan@purchasing.state.ri.us](mailto:dbrennan@purchasing.state.ri.us), no later than close of business July 11, 2007. Include the name and phone number of the contact person for any issues or questions on this report in your email.
- Print out a copy of your file and have it signed by your agency's authorized agent and send it to Donna Brennan at the Department of Administration – Purchasing, 2<sup>nd</sup> Floor via interoffice mail. This copy will be retained for auditing purposes.
- Purchasing will make every attempt to complete all cancel/close and decrease requests before the Standard Purchase Orders are rolled over.